

**RICHMOND POLICE DEPARTMENT
RICHMOND, VIRGINIA
JULY 1, 2009**

GENERAL ORDERS

NUMBER	TITLE	DATE ISSUED	REVIEW DATE
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CHAPTER 1: LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIPS

1-01	Code of Conduct ..\Executive Orders\2007 Executive Orders\07-12.pdf	09/07/07 09/21/07	2010
1-02	Constitutional Rights	06/25/09	2012
1-03	Anti-Discrimination	07/31/07	2010
1-04	Bias Reduction	08/23/07	2010
1-05	Use of Force	08/04/09	2012
1-06	Search and Seizure	07/07/09	2012
1-07	Police Weapons	05/29/09	2012
1-08	Oleoresin Capsicum (O.C.) Spray Canister and Fogger	11/13/08	2011
1-09	Firearm Discharge and Firearm Assault Reports	02/09/07	2011
1-10	Procedures for Consular Notification of Foreign Nationals	10/09/06	2010
1-11	Cooperative Functions With Other Law Enforcement Agencies	05/11/07	2011
1-12	Use of the Commonwealth's Attorney's Office	12/14/06	2010
1-13	Hospital and Emergency Room Regulations	06/01/07	2011
1-14	Special Conservators of the Peace Registered Security Agents	12/12/08	2011
1-15	Bail Bondsmen and Bail Enforcement Agents	11/19/08	2011
1-16	Disciplinary Procedures ..\Executive Orders\2008 Executive Orders\08-02.pdf	09/07/07 01/11/08	2010
1-17	Disciplinary Review Board (DRB)	09/07/07	2010
1-18	Use of Force Review Board (UFRB)	07/07/09	2012
1-19	Accident Review Board	10/01/08	2011

CHAPTER 2: ORGANIZATION, MANAGEMENT AND ADMINISTRATION

2-01	Department Structure/Chain of Command/Command Authority & Responsibility	04/16/07	2011
2-02	RESERVED (<i>Allocation and Distribution of Personnel</i>)	PENDING	2009
2-03	Assignment and Supervision of Family Members	01/02/07	2010
2-04	Reassignment Policy	04/12/07	2011
2-05	Management of the Written Directives System	12/01/08	2009
2-06	Night Supervisor and Notification ..\Executive Orders\2008 Executive orders\08-04.pdf ..\Executive Orders\2009 Executive Orders\09-11.pdf	04/02/07 04/08/08 06/19/09	2011
2-07	Uniform & Non-Uniformed Special Assignments (With & Without Pay)	04/30/07	2011
2-08	RESERVED (<i>Administrative Reporting System</i>)	PENDING	2009

CHAPTER 3: FISCAL MANAGEMENT, AGENCY PROPERTY AND EQUIPMENT

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NUMBER	TITLE	DATE	REVIEW
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3-01	Financial Management Procedures	06/01/06	2010
3-02	Cash Fund/Account Maintenance	06/13/07	2010
3-03	Uniforms and Equipment	05/18/06	2009
3-04	Access To Computer Applications	04/05/06	2009
3-05	Electronic Systems and Equipment	07/09/09	2012
3-06	Industrial Accidents in the Workplace	06/15/06	2010
3-07	Automated External Defibrillators (AED) Procedures ..\Executive Orders\2008 Executive orders\08-08.pdf	06/02/06 05/16/08	2010
3-08	Inspection/Servicing/Repairing of Agency Vehicles	06/23/06	2010
3-09	Take-Home Marked Vehicle Procedures ..\Executive Orders\2007 Executive Orders\07-02.pdf ..\Executive Orders\2007 Executive Orders\07-14.pdf ..\Executive Orders\2009 Executive Orders\09-01.pdf	01/23/07 01/29/08 09/26/07 03/05/09	2010
3-10	Use of Rental/Non-Police Equipment & Unmarked Take-Home Vehicles	02/02/07	2011
3-11	Use of Police Training Facilities	07/07/09	2012
3-12	Handling Property and Evidence ..\Executive Orders\2007 Executive Orders\07-14.pdf ..\Executive Orders\2008 Executive orders\08-09.pdf ..\Executive Orders\2008 Executive orders\08-14.pdf	11/29/06 09/26/07 05/16/08 08/29/08	2009
CHAPTER 4: PERSONNEL STRUCTURE AND HUMAN RESOURCES			
4-01	Employee Leave and Benefits ..\Executive Orders\2009 Executive Orders\09-14.pdf	06/01/06 08/10/09	2010
4-02	Overtime and Compensatory Time	07/28/09	2012
4-03	Substance Abuse Policy	10/30/07	2011
4-04	Grooming and Personal Appearance ..\Executive Orders\2009 Executive Orders\09-03.pdf	10/16/06 03/26/09	2010
4-05	Physical Fitness Program	09/10/08	2011
4-06	Outside (Off-Duty and Extra) Employment	01/07/05	2009
4-07	Duty and Non-Work Related Injuries and Illnesses	10/30/08	2011
4-08	Employee Separation Procedures	06/20/06	2010
4-09	Withdrawal or Restriction of Police Powers	10/06/08	2011
4-10	Police Funerals and Death Notification	04/14/08	2011
CHAPTER 5: PERSONNEL PROCESS			
5-01	Hiring and Promotion of Sworn Personnel	12/12/08	2011

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NUMBER	TITLE	DATE	REVIEW
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5-02	Mandated, In-Service and Re-Entry Training	12/12/08	2011
5-03	RESERVED		
5-04	Career Development Program for Sworn Personnel	02/02/07	2011
5-05	Master Patrol Officer Program	05/26/09	2012
5-06	Civilian Professional Development Program	07/02/09	2012
5-07	Polygraph Examinations	12/14/06	2009
5-08	Employee Performance Ratings	07/07/09	2012
5-09	Awards and Citations ..\Executive Orders\2008 Executive orders\08-06.pdf	06/01/07 05/06/08	2011
5-10	Authorization To Carry A Concealed Weapon For Retired Richmond Police Officers and Meeting Requirements For the Federal Law Enforcement Officers Safety Act	06/07/06	2010
CHAPTER 6: LAW ENFORCEMENT OPERATIONS			
6-01	Minimum Staffing and Tour of Duty Requirements	11/19/08	2011
6-02	Incident-Based Reporting (IBR) ..\Executive Orders\2007 Executive Orders\07-09.pdf ..\Executive Orders\2008 Executive orders\08-16.pdf	02/28/07 08/16/07 09/12/08	2011
6-03	Stopping Motorists	05/26/09	2012
6-04	Virginia Uniform Summons	08/04/09	2012
6-05	Uniform Notice of Violation (UNOV)	05/29/09	2012
6-06	RESERVED (<i>Vehicle Pursuit Procedure</i>)	PENDING	2009
6-07	Emergency and Non-Emergency Response/Pursuit Procedure/Mayday Protocol ..\Executive Orders\2007 Executive Orders\07-11.pdf	01/20/05 09/07/07	2009
6-08	DUI/DUID	11/16/07	2011
6-09	Family Violence Response ..\Executive Orders\2009 Executive Orders\09-15.pdf	07/09/09 08/18/09	2012
6-10	Restraint and Transportation of Custodial Arrestees ..\Executive Orders\2008 Executive orders\08-11.pdf ..\Executive Orders\2009 Executive Orders\09-04.pdf	02/28/07 06/10/08 04/07/09	2009
6-11	Fingerprinting, Photographing and Arrest Worksheet Procedures	01/08/07	2010
6-12	Court Attendance Procedures ..\Executive Orders\2009 Executive Orders\09-03.pdf	06/08/07 03/26/09	2011
6-13	Fraud, Unauthorized Use, Theft and Embezzlement of Motor Vehicles	06/07/06	2010
6-14	Digital Mobile Video Recorder System (DMVR) ..\Executive Orders\2008 Executive orders\08-09.pdf	07/10/07 05/16/08	2011
6-15	Policing Playgrounds, Parks and Restricted Use of the James River	03/07/06	2009
6-16	Shoplifting and Petit Larceny Arrest Warrants	10/16/06	2010
6-17	Handling Mentally Ill Persons ..\Executive Orders\2008 Executive orders\08-19.pdf ..\Executive Orders\2008 Executive orders\08-18.pdf	11/16/07 10/31/08 09/30/08	2010

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NUMBER	TITLE	DATE ISSUED	REVIEW DATE
	..\Executive Orders\2008 Executive orders\08-15.pdf	08/29/08	
6-18	Infectious Diseases	09/15/06	2010
6-19	Receipt/Transmittal of Legal Papers and Lawsuit Papers for Employees	01/27/05	2009
6-20	Repossession Disputes	09/29/06	2010
6-21	Seat Belt Usage	05/13/08	2011
6-22	Police Damage to Private Property	04/29/08	2011
6-23	Animal Bites and Miscellaneous Animal Complaints	12/12/08	2011
6-24	Reporting Accidental Killing of Big Game Animals	11/29/06	2010
6-25	Carriage of Weapons and Escorted Persons Aboard Commercial Aircraft	05/16/06	2009
6-26	Sign Language Interpretation for Deaf and Hearing-Impaired Persons	12/19/06	2010
6-27	Department Ride-Along Program	12/14/06	2010
6-28	Emergency Systems Failure Protocol	07/18/08	2011
6-29	RESERVED		
6-30	Requesting Criminal History Records	01/22/07	2010
CHAPTER 7: OPERATIONS SUPPORT			
7-01	Preliminary and Follow-Up Investigations	07/02/09	2012
7-02	Case File Preparation Procedures	05/29/09	2012
7-03	Crime Scene Protection	04/29/08	2011
7-04	Rape and Sexual Assault	06/24/09	2012
7-05	Executing Arrest Warrants & Subpoenaing Witnesses	06/02/06	2010
7-06	Informants	01/02/07	2009
7-07	Interview Rooms	02/28/07	2011
7-08	Procedure for Eyewitness Identification and Taking Interview Statements	03/23/06	2009
7-09	Death Investigation Reporting, Notification of Death and Emergency Messages	05/05/06	2009
7-10	Police Canine Utilization	12/12/08	2011
7-11	Crime By Inmates	06/16/08	2011
7-12	High Risk Operations	07/02/09	2012
7-13	Hostage and/or Barricaded Subject Situations	07/07/09	2012
7-14	Organized Crime Complaints and Criminal Intelligence Information	06/11/04	2009
7-15	Recognition of Plainclothes Officers	03/09/06	2009
7-16	Drug Related Seizures	06/09/06	2010
7-17	Drug Test Kits	11/01/06	2010
	..\Executive Orders\2008 Executive orders\08-12.pdf	06/10/08	
7-18	Juvenile Procedures and Reporting	01/10/05	2009
	..\Executive Orders\2008 Executive orders\08-04.pdf	04/08/08	
	..\Executive Orders\2009 Executive Orders\09-13.pdf	07/02/09	
7-19	Amber Alert	01/02/07	2010
7-20	Child Abuse, Neglect or Abandonment	11/28/06	2010

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	..\Executive Orders\2008 Executive orders\08-21.pdf	11/13/08	
7-21	Internal Investigations, Citizen Complaints and Integrity Tests ..\Executive Orders\2008 Executive orders\08-02.pdf	09/07/07 01/11/08	2010
7-22	Inspections	01/14/08	2011
7-23	Services For Witnesses and Victims of Violent Crimes	10/01/08	2011
7-24	Public Information Requests ..\Executive Orders\2007 Executive Orders\07-14.pdf	02/28/07 09/26/07	2011
7-25	Reporting Acts of Terrorism and Hate Crimes	01/02/07	2010
7-26	Arson/Fire Investigation Procedures	09/11/06	2010
7-27	Computer Forensic Procedures	05/26/06	2009
7-28	Travel Beyond City Limits - Fugitive Retrievals and Non-Pursuits	12/18/06	2010
7-29	Critical Incident Stress Management Team (CISMT)	01/22/07	2010
CHAPTER 8: TRAFFIC OPERATIONS			
8-01	Regulation of Traffic	05/05/06	2009
8-02	Speed Measuring Devices ..\Executive Orders\2009 Executive Orders\09-17.pdf	11/28/06 10/12/09	2010
8-03	Accident Investigations and Reporting	08/20/04	2009
8-04	Department of Motor Vehicles (DMV) Procedures	12/07/06	2010
8-05	Checkpoints and Information-Seeking Highway Stops	01/24/07	2010
8-06	Department-Issued Motorcycles	01/02/07	2009
8-07	Inventory, Towing, Seizure, Storage and Abandoned Vehicles ..\Executive Orders\2008 Executive orders\08-10.pdf ..\Executive Orders\2009 Executive Orders\09-09.pdf	06/10/05 05/16/08 05/26/09	2009
8-08	Parking Regulations	12/19/06	2010
8-09	Oversize/Overweight Hauling Permits	10/09/06	2010
8-10	Special Events	06/09/06	2010
CHAPTER 9: TECHNICAL SERVICES			
9-01	Police Communications - Radio Operations ..\Executive Orders\2009 Executive Orders\09-08.pdf ..\Executive Orders\2009 Executive Orders\09-12.pdf	12/12/08 05/18/09 06/23/09	2011
9-02	Police Communications - Unit Numbers ..\Executive Orders\2009 Executive Orders\09-07.pdf ..\Executive Orders\2009 Executive Orders\09-10.pdf ..\Executive Orders\2009 Executive Orders\09-11.pdf	06/16/08 05/18/09 06/03/09 06/19/09	2011
9-03	Differential Police Response	09/10/08	2011
9-04	Response To Alarms	07/09/09	2012
9-05	RESERVED		
9-06	Records Retention Protocol ..\Executive Orders\2007 Executive Orders\07-14.pdf	04/11/07 09/26/07	2011
9-07	Geocast Notification System (Reverse 911)	09/08/08	2011

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	..\Executive Orders\2009 Executive Orders\09-02.pdf	03/25/09	
CHAPTER 10: EMERGENCY OPERATIONS AND CRITICAL INCIDENTS			
10-01	Emergency Operations Plan		
CHAPTER 11: OPERATING MANUALS			
11-01	Bomb Squad		
11-02	CALEA Accreditation		
11-03	Canine Unit		
11-04	Central Records Unit		
11-05	Community, Youth and Intervention Services		
11-06	Crime Analysis		
11-07	Critical Incident Stress Management Team		
11-08	Crowd Management Team		
11-09	Disciplinary Review Office		
11-10	Diversion Programs		
11-11	Division of Emergency Communications		
11-12	Executive Protection Unit		
11-13	Financial and Technology Crimes Unit		
11-14	Focus Mission Team		
11-15	Forensics Unit		
11-16	Hit and Run/Crash Team		
11-17	Homeland Security and Criminal Intelligence		
11-18	Honor Guard		
11-19	Internal Affairs Division		
11-20	Major Crimes Division		
11-21	Metro Aviation Unit		
11-22	Mobile Command Center		
11-23	Mounted Unit		
11-24	Negotiations Team		
11-25	Personnel and Recruitment/Human Resources		
11-26	Planning Division		
11-27	Police School Guards		
11-28	Police Support Officers		
11-29	Property and Evidence Unit		
11-30	Public Affairs Unit		
11-31	Special Investigations Divisions		
11-32	Special Weapons and Tactics Team		
11-33	Traffic Enforcement Unit		
11-34	Training Academy		

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11-35	Warrant and Information Services
11-36	Police Cyclists
11-37	Motorcycle Officer Strike Team
11-38	Budget
11-39	Police Segways